

MERIT SYSTEM SERVICES

SAMPLE ADVANCED CLERICAL

Section	Description	Questions
1	READING COMPREHENSION	20
2	SPELLING, PUNCTUATION, AND GRAMMAR	60
3	VOCABULARY	20
		Total 100

TIME ALLOWANCE: 2 HOURS

NOTE

TERMINOLOGY IN CPS EXAMINATIONS IS NOT INTENDED TO DISCRIMINATE AGAINST ANY GENDER, INDIVIDUAL, OR GROUP OF PERSONS. PRONOUNS ARE USED IN A NEUTRAL, GENERIC SENSE AND SHOULD NOT BE CONSTRUED AS FAVORING ANY INDIVIDUAL OR GROUP OF PEOPLE.

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(NOTE: THE ABOVE INFORMATION DESCRIBES THE ACTUAL EXAM. FOR PURPOSES OF BREVITY, THIS SAMPLE CONTAINS FEWER ITEMS IN EACH SECTION.)

## SECTION 1

### READING COMPREHENSION

**DIRECTIONS:** The following questions are designed to measure your ability to read and understand written material. Each reading passage is followed by one or more questions about the material you have read. Base your answers only on the material you have read and not on any prior knowledge you may have.

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1. There are many ethical standards researchers should abide by when conducting studies. Firstly, deception is sometimes necessary in research. There are situations where some information must be temporarily withheld as the responses of the participants would be affected if the participants knew why the data was being collected. A minor amount of deception is normally acceptable if the researcher obtains informed consent and the participants are debriefed after the experiment. Researchers must obtain informed consent prior to their participation in the study. For the informed consent, the experimenter must tell the participants they are part of a study and discuss the details of the study. Researchers must also tell the participants that they are free to leave the study at any time without penalty. For the debriefing session, the participants must be told the full extent of the deception, and the true purpose of the research when the experiment ends. Lastly, participants' names should remain confidential and/or anonymous.

According to the paragraph above,

- a. deception is strictly prohibited in research settings.
  - b. with no deception, participants' answers would be unaffected.
  - c. informed consent must be obtained after the research study is completed.
  - d. researchers must inform participants before the study that they are free to leave, without consequences, at any time during the experiment.
2. Exams for this classification will be closed book. A list of possible questions will be posted a week before the exam date. It is not guaranteed that any or all of the questions will be on the exam. There should be no consultation between test takers either before or during the exam. Any candidates found cheating will immediately be disqualified from the exam.

According to the paragraph above,

- a. test takers are allowed to work together on the exam.
- b. test takers are not allowed to consult their books during the exam.
- c. all the questions that are posted a week in advance of the exam will be included on the exam.
- d. candidates may work together while researching answers to the questions, as long as there is no consultation during the exam.

## SECTION 2

### SPELLING, PUNCTUATION, AND GRAMMAR

DIRECTIONS: The following items are designed to measure your knowledge of grammar, punctuation, and spelling. For each test item, there will be only line that is part of a passage.

Mark a if the sentence contains an error in spelling.

Mark b if the sentence contains an error in punctuation.

Mark c if the sentence contains an error in grammar or word usage.

Mark d if the sentence contains no errors.

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3. Kathys paper is on her chair.
4. Under my desk.
5. Their will be many parties during the Christmas break.
6. My feet always hurt at the end of the day.
7. Those chairs are not in the correct position.

### SECTION 3

#### VOCABULARY

DIRECTIONS: The following questions are designed to measure your vocabulary skills. For each question, choose the meaning of the word that most closely fits the meaning of the sentence. Read each question carefully and select only one answer for each item.

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8. If someone is *obstinate*, they are
- a. stubborn.
  - b. pregnant.
  - c. overweight.
  - d. moving around.
9. If an object is *invaluable*, it is
- a. cheap.
  - b. priceless.
  - c. expensive.
  - d. undervalued.
10. If someone's plans are *tentative*, they are
- a. certain.
  - b. uncertain.
  - c. unreasonable.
  - d. fully scheduled.